

Economic & Community Development Commission

Conference Room #201

Tuesday, May 14, 2024, 8:30 AM

AGENDA

Join Zoom Meeting

<https://us06web.zoom.us/j/85028562186?pwd=lafmHUIBuaQNDJ2E2N1uJMxrzqd9rx.1>

Meeting ID: 850 2856 2186

Passcode: 8Kn4yb

1. Roll Call
2. Approval of Meeting Minutes* April 09, 2024* & Special Meeting – April 18, 2024*
3. Reporting of Expenditures
4. New Business:
 - i. None
- 5 Old Business:
 - i. Bylaws- Discussion & Possible Action*
6. Updates:
 - i. 49 Front Street
 - ii. Available Commercial Properties
 - iii. Trade Name Certificates
7. Other:
8. Public Participation:
9. Adjournment*

*Vote Required

**TOWN OF PUTNAM
ECONOMIC DEVELOPMENT COMMISSION
April 9, 2024**

**REGULAR MEETING
MINUTES**

Call to Order: The Chair opened the meeting at 8:30 a.m.

1.Roll Call: Chair Lee Konicki, Commission Members Doug Taylor, Mike Bogdanski, and Paul Grenier.

Absent: Vice-Chair Dawn Krasnecky.

Also Present: ECD Director Mary Ann Chinatti, ECD Administrative Assistant Jackie Lefevre, Director of Land Use, Zoning Officer Bruce Fitzback, and Blight Officer Russell Downer. Town Administrator Elaine Sistare and Mayor Barney Seney joined the meeting at 8:34 am.

2.Approval of Meeting Minutes*:

i. **March 12, 2024, Meeting*:** (M/S/C) Taylor/ Grenier to approve the minutes as presented; carried unanimously.

(M/S/C) **Bogdanski/Grenier** to modify the agenda to next hear item 4.i. Executive Session before Item 3 Report of Expenditures. Motion carried.

4. New Business:

i. Executive Session-Real Estate matter*: Chair Konicki invited Director Chinatti, Members Grenier, Taylor and Bogdanski, TA Sistare, Mayor Seney, and ZEO Fitzback, to attend the Executive Session, others left.

(M/S/C) Bogdanski/Grenier to go into executive session at 8:32AM, to include the invites by the Chair.

Members came out of Executive Session at 8:44AM.

(M/S/C) Taylor/Grenier to support the Town transfer of property.

3. Reporting of Expenditures: Expenditures were reviewed.

5. Old Business:

i. Bylaws – Discussion & Possible Action*:

(M/S/C) Grenier/Taylor to table the agenda item; motion carried.

- ii. FOIA Workshop- April 23, 6pm: The FOIA workshop has been rescheduled to Tuesday, April 23rd. All are encouraged to attend. Email Jackie of your attendance. Rescheduled meeting notice was included in the agenda package.
- iii. Tree Plantings* EDC Trust Fund*: The Chair recapped the conversation from the Redevelopment Agency meeting.

(M/S/C) Taylor/Grenier to expend up to \$ 1,500 from the Economic Development Trust Fund; carried unanimously. The Chair to reach out to Highway Dept. Director Travis Serrine, to inquire if a town truck could pick up the trees.

6. Updates:

- i. Tech Park – Lots 1,3, 4: Appraisals came in at: Lot 1-\$ 111,000; Lot 3 \$ 40,000 and Lot 4 \$ 283,000. Appraisal costs were \$ 2,000 each. Copies available via email.
- ii. 49 Front Street: Appraisal is in progress.
- iii. 176, 178, 192 Park Rd.: Lots have been sold, conceptual designs demonstrate industrial warehouse.
- iv. Available Commercial Properties: List was reviewed. Skeeter's Toy Box, 112 Main Street, owner retiring, Book Store to lease the unit.
- v. Trade Name Certificates: None
- vi. Chickering Building: Director Chinatti met with listing agent. High level things may happen. Nothing further can be reported on this due client privacy privileges.

7. Other:

Director Chinatti introduced the new Blight Officer, Mr. Russel Downer. His hours will be Tuesday and Wednesday 8:30 to 4:30; Thursday 4 to 6pm.

Director Chinatti is currently working on a Congressional Discretionary Funding Application for improvements on the Emergency Medical Services building, on Church Street, which is due Sunday, April 14, 2024, at 11:59.

Director reported that one of two restaurants, she has been working with, she will be meeting this afternoon. Hope is for a positive outcome.

8. Public Participation: None

9. Adjournment*: **(M/S/C)** Bogdanski/Taylor, to adjourn at 8:59 a.m.; motion carried.

Respectfully submitted,
Jackie Lefevre, Recording Secretary

TOWN CLERK - PUTNAM CT
2024 APR 18 PM 5:45
[Signature]

**TOWN OF PUTNAM
ECONOMIC DEVELOPMENT COMMISSION
Special Meeting Minutes**

The Putnam Economic & Community Development Commission met for a
Special meeting on Thursday, April 18, 2024, in EDC Office Room - 206,
200 School Street, Putnam, CT 06260

The Chair opened the meeting at 1:00 p.m.

1. Roll Call: Chair Lee Konicki, ECD Director Mary Ann Chinatti, Commission Members Doug Taylor, and Paul Grenier; Mayor Barney Seney and ECD Administrative Assistant Jackie Lefevre,
Absent: Vice-Chair Dawn Krasnecky and Member Mike Bogdanski

2. New Business:

i. Funding from Economic Development Trust Fund*: - Putnam Gardens, Downtown Benches.

Putnam Gardens: Director Chinatti explained this is to approve \$ 4,500 for the Quiet Corner Garden group to be stewards over the pocket gardens and purchase plants. Mayor Seney added, Town would still provide water and mulch. Member Taylor motioned to approve the expenditure of \$ 4,500, from the EDC Trust Fund, for Quiet Corner Garden group to be stewards and purchase plants for pocket gardens, seconded by Member Grenier, motion carried.

Downtown Benches: EDC Director Chinatti passed around pictures of two existing benches downtown, demonstrating their deplorable condition. Additionally, she passed around pics of replacement benches. A price of \$ 4,540.99 was obtained for two bench replacements, and shipping costs of \$ 442.99. Member Grenier motioned to approve an amount up to \$ 5,000 to cover the cost of two benches and shipping cost, from the EDC Trust Fund, seconded by member Taylor, motion carried.

3. Adjournment: Motion to adjourn by Member Grenier, Seconded by Member Taylor, motion carried. Meeting adjourned at 1:05 p.m.

Respectfully submitted by Recording Secretary Jackie Lefevre

Economic Community Development Special Accts FY 23/24

Accounts Payable

April 2024

ECD Town Budget /FY 23/24
July 1, 2023 to June 30, 2024

Date	Name	Description	Amount
------	------	-------------	--------

\$ -

Arts Council

Date	Name
4/4/2024	Chase Graphics

Description
Poster for Corridor Gallery Display

Amount
\$ 50.00

Community Garden

Date	Name
4/3/2024	Paul Grenier
4/18/2024	Shopper's Guide

Description
Reimburse for 2 bags of Berry Tone
Opening Day Ad

\$ 50.00

Amount
\$ 17.98
\$ 94.00

Putnam Saturday Farmer's Market

Date	Name
------	------

Description	Amount
-------------	--------

ECD Trust Fund

Date	Name
4/27/2024	Flanagan & Assoc.
4/27/2024	Flanagan & Assoc.
4/27/2024	Flanagan & Assoc.

Description
Appraisal - 28 Technology Park Drive Lot #4
Appraisal - 35 Technology Park Drive Lot #3
Appraisal - 6 Technology Park Drive

Amount
\$ 2,000.00
\$ 2,000.00
\$ 2,000.00
\$ 6,000.00

BYLAWS

Article I - The Commission

Section 1. Name of the Commission shall be known as the "Putnam Economic Development Commission".

Section 2. Office of Commission. The office of the Commission shall be at the Municipal Building Complex, Putnam, Connecticut.

Article II - Members and Officers

Section 1. Members. The regular members shall be five (5) in number, with the Mayor as a member ex-officio without the power to vote. The regular members shall consist of electors appointed by the Mayor with the advice and consent of the Board of Selectmen.

Section 2. Officers. The officers of the Commission shall be a Chairman, a Vice Chairman and a Secretary.

Section 3. Chairman. The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall sign all instruments as approved by the Commission.

Section 4. Vice-Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman; and, in the case of resignation or death of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Commission shall select a new Chairman.

Section 5. Secretary. The Secretary shall keep the records of the Commission, shall act as Secretary of the meetings of the Commission and record all votes, shall keep a record of the proceedings of the Commission in a journal of proceedings to be kept for such purposes and shall perform all duties incidental to this office. The Commission may delegate the duties of the Secretary to members of Commission staff.

Section 6. Additional Personnel. The personnel of the Economic Development Commission will serve as staff for the Commission. Staff, subject to the direction of the Commission, shall have general supervision over the administration of the Commission's business and management of its affairs within the limits of funds available for its use. The Commission may employ such other officers, agents, technical consultants, legal counsel and employees as it requires.

Section 7. Committees. Special committees may be appointed by the Chairman for terms and purposes of which the Commission approves.

Section 8. Public Relations. Either the Chairman or a duly appointed Commission member or a staff member may act as public relations director for the Commission.

Article III - Election of Officers

Section 1. Unless postponed to a later meeting, the Chairman and Vice-Chairman shall be elected annually, at the regularly scheduled January meeting of the Commission from among the Commission, and shall hold office for one year or until their successors are elected and qualified.

Section 2. Unless postponed to a later meeting, the office of Secretary shall be appointed by the Commission at the regular scheduled January meeting.

Section 3. Should the office of Chairman or Vice-Chairman become vacant, the Commission shall elect a successor from its membership at a regular or special meeting and such election shall be for the unexpired terms of said office.

Article IV - Meetings

Section 1. Regular Meetings. The regular meetings will be on the 2nd Tuesday of each month at 8:30 am in the Municipal Building Complex. Staff shall notify the membership of regular meetings not less than forty-eight (48) hours in advance of such meeting. Rescheduled meetings may be called and noticed in accordance with requirements of the Freedom of Information Act.

Section 2. Three (3) members of the Commission shall constitute a quorum and the number of members required to hold a meeting and transact business.

Section 3. Special Meetings. The Chairman of the Commission may, when they deem it expedient, call a special meeting of the Commission. Not less than forty-eight (48) hours notification of such meeting shall be given to each member of the Commission. Unless otherwise specified in the notice of a special meeting, such meeting shall be held at the place of regularly scheduled meetings.

Section 4. All Commission meetings shall be open to the public when in session unless the members vote to go into Executive Session.

Section 5. Order of Business. The regular meeting of the Commission, unless otherwise determined by the Chairman shall be:

- a) Call to Order
- b) Approval of the Minutes of the Previous Meeting
- c) Communications
- d) New Business
- e) Reports of Officers and Committees
- f) Old Business
- g) Public Comments
- h) Other
- i) Adjournment

No new business submitted for action by the Commission shall be acted upon unless it is submitted in writing to the Chairman or the Director of Economic and Community Development / Redevelopment not less than three (3) business days prior to a regular meeting date. Provisions of this Section may be waived by unanimous vote of the members present.

Article V - Public Hearings

Section 1. The Commission may hold public hearings when it decides that such hearings will be in the public interest; or, that such hearings are prescribed by law.

Section 2. Proceedings of the meetings shall be incorporated into the Minutes Book of the Commission to be a permanent part of that record.

Section 3. The Chairman of the Commission shall preside at the public hearing. In the event of his absence, the Vice-Chairman or a duly appointed Commission member, shall act as presiding officer. A summary of the question or issue may be stated by the presiding officer at the opening of the public hearing. Comments shall be limited to the subject advertised for hearing.

Article VI - Amendments

Amendments to by-laws of the Commission shall be adopted only with the approval of at least three members of the Commission at a regular or a special meeting, but no such amendment shall be adopted unless at least seven days written notice thereof has previously been given to all members of the Commission.